Minutes

Steering Committee Meeting

Tuesday, March 15, 2005
1:00- 1:30
33 Hazen Drive, IT Conference Room

Meeting called by:	Peter Croteau
Type of meeting:	Scheduled Monthly Meeting
Facilitator:	Peter Croteau
Note taker:	Brian Lumbert & Elaine Merchant
Attendees:	Brian Lumbert – OIT
	Peter Croteau – OIT
	Dennis Roffman - OIT
	Dave Czelusniak – BearingPoint
	Jim Bronson - OIT
	Linda Farrell – DOS
	Chris Minery – DOS
	Priscilla Vaughan – DMV
	Sally Gallerani – OIT
	Kelly Michael – DMV
	Kirsten Hale - DMV

Agenda Topics

I. Testing
<div align="right">Dave/Dennis/Peter</div>

- In User Acceptance, regarding outstanding bugs in development, there are one for BearingPoint, two for Claire and three for Registration.
- Performance Testing is projected for April, 2005 with new software from Vendor.
- Parallel Testing is 85% completed. Projected Completion date is 3/31/05.
- 56K Testing is completed and final report is due 3/31/05.
- MAAP Certification for City of Concord is set for 4/5/05 and Interware is set for 6/5/05.

II. Training
<div align="right">Kelly</div>

- MA's to receive a minimum of 30 days notification. The plan is to provide 45 days notice due to summer vacations.

III. Implementation Activities
<div align="right">Brian</div>

- The Fallback Contingency to Old Legacy System is being reviewed, sign off date is 3/31/05.
- There are no missing Technical Agreements.
- Regarding Unapproved Network Topologies there are 8 Towns awaiting approval of plan. 3 Towns have been received (Candia, Hampstead, and Tuftonboro) and 5 Towns have not been received. (Bethlehem, Errol, Gorham, Hillsboro, and Woodstock).
- The projected MAAP Implementation date is scheduled for 7/11/05.

IV. Other Activities
<div align="right">Dennis</div>

- Awaiting Governor's approval to hire a new JAVA Programmer. Other JAVA position is frozen at this time.

Next Meeting: [IT Conf Rm [April 19, 2005 [1:00pm]